

**DONALD N. MARTIN AND COMPANY**

ROCKEFELLER PLAZA 630 FIFTH AVENUE NEW YORK 20, N.Y. CIRCLE 6-8720

**FILED**

SEP 3 1963

Registration Section  
DEPARTMENT OF JUSTICE

February 27, 1963

Mrs. Manolita T. Doelger, Chairman  
European Travel Commission  
630 Fifth Avenue  
New York 20, New York

Re: Agreement for administrative services

Dear Mrs. Doelger:

This will confirm our agreement for the continuation of our services to handle the administrative functions of the European Travel Commission for the period April 1 to December 31, 1963.

This letter does not relate to our public relations services, which are the subject of a separate letter agreement between us.

We shall continue to provide the services of Mr. Donald N. Martin as Executive Director, but his services shall not be on an exclusive basis. Mr. Martin will be allowed one month's annual vacation and during his absence we will make suitable arrangements for carrying on his work.

In addition to Mr. Martin's personal services, we shall provide the services of an administrative assistant to be compensated at \$110.00 per week and a full-time stenographer at \$95.00 per week, and the necessary office facilities for the performance of the administrative functions.

You agree to pay us the amounts necessary to cover administrative costs for the period of this agreement.

For the term of this agreement the compensation for Mr. Martin's services as Executive Director will be the same, namely \$5,400.00.

Fixed costs will be billed by us to you on or before the 20th day of each month, payable on the first day of the following month, the intention hereof being that fixed costs shall be paid on the first day of each month in advance, beginning with the month of April, 1963. The other expenses, such as operating costs, production costs and out-of-pocket expenses shall be billed by us to you by the 10th day of each month and shall be payable upon presentation.

Mrs. Manolita T. Doelger  
Re: Agreement for administrative services

2/27/63  
Page 2

In the event of death or permanent physical incapacity of Mr. Martin, then you may terminate this agreement on not less than 60 days written notice and you shall pay all sums accruing to the date of termination.

Should the name of our company be changed or should the form of doing business be changed (such as a partnership or a corporation) then this agreement shall continue with our successor provided that Donald N. Martin is the principal owner and the active head of the business.

It is agreed that during the month of September 1963 we shall review and discuss the matter of the renewal of this agreement on mutually satisfactory terms, in order that we both may be in a position to make suitable plans for the period beyond the expiration date of this agreement, December 31, 1963.

It is understood that Mrs. Doelger in signing this letter does not assume any personal responsibility or obligation, but the payments provided for shall be made by the travel organizations constituting the European Travel Commission.

Sincerely,

DONALD N. MARTIN AND COMPANY

By Donald N. Martin

Consented and Agreed to:

EUROPEAN TRAVEL COMMISSION

Manolita T. Doelger  
By Manolita T. Doelger,  
Chairman

FILED

SEP 3 1963

Registration Section  
DEPARTMENT OF JUSTICE

**DONALD N. MARTIN AND COMPANY****FILED**

630 FIFTH AVENUE

NEW YORK 20, N.Y.

CIRCLE 6-8720

SEP 3 1963

February 27, 1963

Registration Section  
DEPARTMENT OF JUSTICE

Mrs. Manolita T. Doelger, Chairman  
European Travel Commission  
630 Fifth Avenue  
New York 20, New York

Re: Agreement for public relations services

Dear Mrs. Doelger:

This will confirm the agreement between us for the continuation of our services as your public relations counsel for the period from April 1 to December 31, 1963.

We shall continue to render you the public relations services as set forth in Paragraph 2 of our agreement of April 26, 1960. We shall provide the services of Mr. Donald N. Martin to direct the public relations program and such services shall require a substantial part of Mr. Martin's time on a non-exclusive basis, it being understood that neither we nor Mr. Martin shall act as a public relations counsel for any European national tourist office during the term of this agreement. We shall also provide experienced personnel for the writing of publicity articles and releases, for placement of articles in newspapers and magazines, for arranging and writing publicity for radio and television, for handling publicity and promotion of films and exhibits and for writing promotional letters.

Our fee for such services for the period April 1 to December 31, 1963, shall amount to the sum of \$36,000 payable to us in monthly installments of \$4,000.00 on the first day of each month, in advance, beginning April 1, 1963.

In accordance with the provisions of the approved ETC 1963 joint publicity budget annexed to and part of this agreement, you will make available, in addition to and separate from our fee, amounts as set forth in the budget for the operating costs, production, special services and out-of-pocket expenses. As provided for under our prior agreement, we shall add 17.6% (to produce a 15% mark-up) to our cost on special items such as art work, printing, photography, mailings, mat services, mass script services, film productions and special presentations, to recover out-of-pocket outlays not included in setting our fee. Bills to cover operating costs, production, special services and out-of-pocket expenses will be rendered you on or before the 10th day of each month and such bills shall be payable upon presentation.

Mrs. Mamelita T. Doelger  
Agreement for public relations services

2/27/63  
Page 2

While local telephone service is included in our fee, it is understood that long distance telephone calls and cables will be billed as part of our out-of-pocket expenses.

In the event of the death or permanent physical incapacity of Donald M. Martin then you may terminate this agreement on not less than 60 days written notice and you shall pay all sums accruing to the date of termination.

Should the name of our company be changed or should the form of doing business be changed (such as a partnership or a corporation) then this agreement shall continue with our successor provided that Donald M. Martin is the principal owner and active head of the business.

It is agreed that during the month of September 1963 we shall review and discuss the matter of the renewal of this agreement on mutually satisfactory terms, in order that we both may be in a position to make suitable plans for the period beyond the expiration date of this agreement, December 31, 1963.

It is understood that Mrs. Doelger in signing this letter does not assume any personal responsibility or obligation, but the payments provided for shall be made by the travel organizations constituting the European Travel Commission.

Sincerely,

DONALD M. MARTIN AND COMPANY

By Donald M. Martin  
Donald M. Martin

Consented and Agreed to:

EUROPEAN TRAVEL COMMISSION

17 Mamelita T. Doelger  
Mamelita T. Doelger,  
Chief Clerk

SEP 3 1963  
Registration Section  
DEPARTMENT OF JUSTICE

DONALD W. MARTIN AND COMPANY

ROCKEFELLER PLAZA 630 FIFTH AVENUE NEW YORK 20, N.Y. CIRCLE 6-8720

FILED

November 1, 1962

SEP 3 1963

Registration Section  
DEPARTMENT OF JUSTICEMrs. Manolita T. Doelger, Chairman  
European Travel Commission  
630 Fifth Avenue  
New York 20, New YorkRe: Agreement for public relations services

Dear Mrs. Doelger:

This will confirm the agreement between us for the continuation of our services as your public relations counsel for the period from January 1 to March 31, 1963.

We shall continue to render you the public relations services as set forth in Paragraph 2 of our agreement of April 26, 1960. We shall provide the services of Mr. Donald W. Martin to direct the public relations program and such services shall require a substantial part of Mr. Martin's time on a non-exclusive basis, it being understood that neither we nor Mr. Martin shall act as a public relations counsel for any European National Tourist Office during the term of this agreement. We shall also provide experienced personnel for the writing of publicity articles and releases, for placement of articles in newspapers and magazines, for arranging and writing publicity for radio and television, for handling publicity and promotion of films and exhibits, and for writing promotional letters and bulletins.

Our fee for such services for the period January 1 to March 31, 1963, shall amount to the sum of \$12,000 payable to us in monthly installments of \$4,000.00 on the first day of each month, in advance, beginning January 1, 1963.

In accordance with the public relations budget to be agreed upon between us, you will make available, in addition to and separate from our fee, an amount of \$9,750.00 for the operating costs, production, special services and out-of-pocket expenses. As provided for under our prior agreement, we shall add 17.6% (to produce a 15% mark-up) to our cost on special items such as art work, printing, photography, mailings, mat services, mass script services, film productions and special presentations, to recover out-of-pocket outlays not included in setting our fee. Bills to cover operating costs, production, special services and out-of-pocket expenses will be rendered you on or before the 10th day of each month and such bills shall be payable upon presentation.

Mrs. Manolita T. Doelger, Chairman  
Re: Agreement for public relations services

11/1/62

Page 2

**FILED**

SEP 3 1963

Registration Section  
DEPARTMENT OF JUSTICE

While local telephone service is included in our fee, it is understood that long distance telephone calls and cables will be billed as part of our out-of-pocket expenses.

In the event of the death or permanent physical incapacity of Donald N. Martin then you may terminate this agreement on not less than 60 days written notice and you shall pay all sums accruing to the date of termination.

Should the name of our company be changed or should the form of doing business be changed (such as a partnership or a corporation) then this agreement shall continue with our successor provided that Donald N. Martin is the principal owner and active head of the business.

It is understood that Mrs. Doelger in signing this letter does not assume any personal responsibility or obligation but the payments provided shall be made by the travel organizations constituting the European Travel Commission.

Our respective signatures hereto will make the above the renewal agreement between us.

Sincerely,

DONALD N. MARTIN AND COMPANY

By Donald N. Martin  
Donald N. Martin

Consented and agreed to:

EUROPEAN TRAVEL COMMISSION

By Manolita T. Doelger  
Manolita T. Doelger  
Chairman

**DONALD N. MARTIN AND COMPANY**

ROCKEFELLER PLAZA 630 FIFTH AVENUE

NEW YORK 20, N.Y.

CIRCLE 6-8720

**FILED**

SEP 3 1963

Registration Section  
DEPARTMENT OF JUSTICE

November 1, 1962

Mrs. Manolita T. Doelger, Chairman  
European Travel Commission  
630 Fifth Avenue  
New York 20, New YorkRe: Agreement for administrative services

Dear Mrs. Doelger:

This will confirm our agreement for the continuation of our services to handle the administrative functions of the European Travel Commission for the period January 1 to March 31, 1963.

This letter does not relate to our public relations services, which are the subject of a separate letter agreement between us.

We shall continue to provide the services of Mr. Donald N. Martin as Executive Director, but his services shall not be on an exclusive basis. Mr. Martin will be allowed one month's annual vacation and during his absence we will make suitable arrangements for carrying on his work.

In addition to Mr. Martin's personal services, we shall provide the services of an administrative assistant to be compensated at \$110.00 per week and a full-time stenographer at \$95.00 per week, and the necessary office facilities for the performance of the administrative functions.

You agree to pay us the amounts necessary to cover administrative costs for the period of this agreement.

For the term of this agreement the compensation for Mr. Martin's services as Executive Director will be the same, namely \$1,800.00.

Fixed costs will be billed by us to you on or before the 20th day of each month, payable on the first day of the following month, the intention hereof being that fixed costs shall be paid on the first day of each month in advance, beginning with the month of January, 1963. The other expenses, such as operating costs, production costs and out-of-pocket expenses shall be billed by us to you by the 10th day of each month and shall be payable upon presentation.

Mrs. Manolita T. Doelger  
Re: Agreement for administrative services

11/1/62  
Page 2

In the event of death or permanent physical incapacity of Mr. Martin, then you may terminate this agreement on not less than 60 days written notice and you shall pay all sums accruing to the date of termination.

Should the name of our company be changed or should the form of doing business be changed (such as a partnership or a corporation) then this agreement shall continue with our successor provided that Donald N. Martin is the principal owner and the active head of the business.

It is understood that Mrs. Doelger in signing this letter does not assume any personal responsibility or obligation, but the payments provided for shall be made by the travel organizations constituting the European Travel Commission.

Sincerely,

DONALD N. MARTIN AND COMPANY

By Donald N. Martin  
Donald N. Martin

Consented and agreed to:

European Travel Commission

By Manolita T. Doelger  
Manolita T. Doelger  
Chairman

FILED

SEP 3 1963

Registration Section  
DEPARTMENT OF JUSTICE



**DONALD N. MARTIN AND COMPANY**

630 FIFTH AVENUE

NEW YORK 20, N. Y.

CIRCLE 6-8720

May 29, 1962

**FILED**

SEP 3 1963

Registration Section  
DEPARTMENT OF JUSTICEMrs. Manolita T. Doelger, Chairman  
European Travel Commission  
630 Fifth Avenue  
New York 20, New YorkRe: Agreement for public relations services

Dear Mrs. Doelger:

This will confirm the agreement between us for the continuation of our services as your public relations counsel for the period from July 1, 1962 to December 31, 1962.

We shall continue to render you the public relations services as set forth in Paragraph 2 of our agreement of April 26, 1960. We shall provide the services of Mr. Donald N. Martin to direct the public relations program and such services shall require a substantial part of Mr. Martin's time on a non-exclusive basis, it being understood that neither we nor Mr. Martin shall act as a public relations counsel for any European National Tourist Office during the term of this agreement. We shall also provide experienced personnel for the writing of publicity articles and releases, for placement of articles in newspapers and magazines, for arranging and writing publicity for radio and television, for handling publicity and promotion of films and exhibits, and for writing promotional letters and bulletins.

Our fee for such services for the period July 1, 1962 to December 31, 1962, shall amount to the sum of \$24,000.00 payable to us in monthly installments of \$4,000.00 on the first day of each month, in advance, beginning July 1, 1962.

In accordance with the public relations budget agreed upon between us, you will make available, in addition to and separate from our fee, an amount of \$19,500.00 for the operating costs, production, special services and out-of-pocket expenses. As provided for under our prior agreement, we shall add 17.6% (to produce a 15% mark-up) to our cost on special items such as art work, printing, photography, mailings, mat services, mass script services, film productions and special presentations, to recover out-of-pocket outlays not included in setting our fee. Bills to cover operating costs, production, special services and out-of-pocket expenses will be rendered you on or before the 10th day of each month and such bills shall be payable upon presentation.

Mrs. Manolita T. Doelger, Chairman  
Re: Agreement for public relations services

May 29, 1962  
Page 2 --

While local telephone service is included in our fee, it is understood that long distance telephone calls and cables will be billed as part of our out-of-pocket expenses.

In the event of the death or permanent physical incapacity of Donald N. Martin then you may terminate this agreement on not less than 60 days written notice and you shall pay all sums accruing to the date of termination.

Should the name of our company be changed or should the form of doing business be changed (such as a partnership or a corporation) then this agreement shall continue with our successor provided that Donald N. Martin is the principal owner and active head of the business.

It is understood that Mrs. Doelger in signing this letter does not assume any personal responsibility or obligation but the payments provided shall be made by the travel organizations constituting the European Travel Commission.

Our respective signatures hereto will make the above the renewal agreement between us.

Sincerely,

DONALD N. MARTIN AND COMPANY

By Donald N. Martin  
Donald N. Martin

Consented and agreed to:

EUROPEAN TRAVEL COMMISSION

By Manolita T. Doelger  
Mrs. Manolita T. Doelger  
Chairman

FILED

SEP 3 1963

Registration Section  
DEPARTMENT OF JUSTICE

**DONALD N. MARTIN AND COMPANY****FILED**  
630 FIFTH AVENUE

NEW YORK 20, N. Y.

CIRCLE 6-8720

May 29, 1962

SEP 3 1963

Registration Section  
DEPARTMENT OF JUSTICEMrs. Manolita T. Doelger, Chairman  
European Travel Commission  
630 Fifth Avenue  
New York 20, New York

## Re: Agreement for Administrative Services

Dear Mrs. Doelger:

This will confirm our agreement for the continuation of our services to handle the administrative functions of the European Travel Commission for the period July 1, 1962 to December 31, 1962.

This letter does not relate to our public relations services, which are the subject of a separate letter agreement between us.

We shall continue to provide the services of Mr. Donald N. Martin as Executive Director, but his services shall not be on an exclusive basis. Mr. Martin will be allowed one month's vacation and during his absence we will make suitable arrangements for carrying on his work.

In addition to Mr. Martin's personal services, we shall provide the services of an administrative assistant to be compensated at \$110.00 per week and a full-time stenographer at \$95.00 per week, and the necessary office facilities for the performance of the administrative functions.

You agree to pay us the amounts necessary to cover administrative costs for the period of this agreement.

For the term of this agreement the compensation for Mr. Martin's services as Executive Director shall be the same, namely \$3,600.00.

Fixed costs will be billed by us to you on or before the 20th day of each month, payable on the first day of the following month, the intention hereof being that fixed costs shall be paid on the first day of each month in advance, beginning with the month of July, 1962. The other expenses, such as operating costs, production and out-of-pocket expenses, shall be billed by us to you by the 10th day of each month and shall be payable upon presentation.

Mrs. Manolita T. Doelger  
Re: Agreement for Administrative Services

Page 2  
May 29, 1962

In the event of death or permanent physical incapacity of Mr. Martin, then you may terminate this agreement on not less than 60 days written notice and you shall pay all sums accruing to the date of termination.

Should the name of our company be changed or should the form of doing business be changed (such as a partnership or a corporation) then this agreement shall continue with our successor provided that Donald N. Martin is the principal owner and active head of the business.

It is understood that Mrs. Doelger in signing this letter does not assume any personal responsibility or obligation, but the payments provided for shall be made by the travel organizations constituting the European Travel Commission.

Sincerely,

DONALD N. MARTIN AND COMPANY

By Donald N. Martin  
Donald N. Martin

Consented and Agreed to:

EUROPEAN TRAVEL COMMISSION

By Manolita T. Doelger  
Mrs. Manolita T. Doelger  
Chairman

FILED

SEP 3 1963

Registration Section  
DEPARTMENT OF JUSTICE